



Bringing the missing
home

Registered Charity No 1097190

SUSSEX SEARCH AND RESCUE

www.sussar.org.uk

Volunteer Role:

Sussex Search and Rescue (SusSAR) Information Systems Manager.

Location:

Primarily working from home but will periodically be required to support SusSAR equipment and personnel across East and West Sussex.

Purpose:

As the SusSAR Information System (IS) Manager you will be responsible for the management, upgrade and maintenance of all Team administrative and operational IT systems.

Key Tasks (what you will be doing):

- Managing the migration of Team email and file storage from Google to MS Teams.
- Administering all Team email accounts and data access permissions.
- Leading on the practical implications of GDPR, including: responding to data breaches and System Access Requests (SAR).
- The training of Team members in the use of IT systems and their associated administrative responsibilities.
- Assisting the Search Management Team with the implementation and development of the SARSYS search management system.
- Advising the PR&Media Officer on the exploitation of the Team's website and social media platforms (Facebook, Twitter and YouTube)
- Reporting to the SusSAR Executive Committee via the Team Secretary.

Boundaries (what you won't be doing):

- This is not an operational role and you would not be involved in search activities.
- No tasks outside this role description.

Time Commitment:

- Flexible but estimated at no more than 4 hours per week.

Requirements of the Role:

- This role would suit an existing member of SusSAR or an external applicant working as a volunteer. A successful external candidate would be classified as a non-operational Support Member of SusSAR.
- Age: You must be over 18 years of age.
- You must pass Sussex Police vetting requirements.
- You must own your own transport and be prepared to travel in support of the charity at your own expense.

Applications:

Applicants should send a letter explaining their suitability and a copy of their CV to secretary@sussar.org by NLT Sun 28 Feb 21.

Sussex Search and Rescue is registered as a charity in England and Wales No 1097190.

Registered address:

C/O Haywards Heath Police station, Bolnore Road, Haywards Heath, West Sussex. RH16 4BA.